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Twenty-seventh special session

Information note on arrangements for the special session of the General Assembly on children

To be held at United Nations Headquarters from 19 to 21 September 2001

The present information note describes administrative and logistical arrangements for the special session of the General Assembly on Children. Information can also be obtained on the Internet at http://www.unicef.org/specialsession or http://www.un.org/ga/children. Additional information will be issued as appropriate.

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I. Introduction

The General Assembly, by its resolution 54/93 of 7 December 1999, decided to convene in September 2001 a special session for follow-up to the 1990 World Summit for Children. By its resolution 55/26 of 20 November 2000, the Assembly decided to convene the special session from 19 to 21 September 2001 and to refer to it as the "special session on children".

By resolution 54/93, the Assembly decided that the special session, while reviewing the achievements in the implementation and results of the World Declaration on the Survival, Protection and Development of Children and Plan of Action for Implementing the World Declaration on the Survival, Protection and Development of Children in the 1990s, would undertake a renewed commitment and consider future action for children in the next decade.

By resolution 54/93, the Assembly established an open-ended preparatory committee, also open to States members of the specialized agencies, to address organizational issues and to prepare for the outcome of the special session.

In accordance with resolution 55/276 of 22 June 2001 and the recommendations of the Preparatory Committee, the special session will comprise meetings of the plenary and the Ad Hoc Committee of the Whole and will include three interactive round tables.

By resolution 55/26, the Assembly reiterated its invitation to States members of the specialized agencies that are not Members of the United Nations to participate in the work of the special session in the capacity of observer. The Assembly also invited the participation of the following associate members of regional commissions as observers in the special session: American Samoa, Anguilla, Aruba, British Virgin Islands, Commonwealth of the Northern Mariana Islands, Cook Islands, French Polynesia, Guam, Montserrat, Netherlands Antilles, New Caledonia, Niue, Puerto Rico and the United States Virgin Islands.

By resolution 54/93, the Assembly invited all relevant experts, including the Special Representative of the Secretary-General for Children and Armed Conflict and the Special Rapporteur of the Commission on Human Rights on the sale of children, child prostitution and child pornography, to participate in the preparatory process and the special session in accordance with the established practice. By the same resolution, the Assembly invited all relevant organizations and bodies of the United Nations system, including the funds and programmes, specialized agencies and the international financial institutions, actively to participate in the preparations for the special session. The Preparatory Committee has also recommended that heads of entities of the United Nations system, including programmes, funds, specialized agencies and regional commissions, with specific expertise in the subject matter of the special session, may make statements in the debate in plenary. Representatives of the United Nations system may also make statements in the Ad Hoc Committee of the Whole.

By decision 55/459 of 14 February 2001, the Assembly decided that, given availability of time, a limited number of non-governmental organizations accredited to the special session would be allowed to make statements in the debate in plenary. Representatives of non-governmental organizations would also be allowed to make statements in the Ad Hoc Committee of the Whole.

In resolution 55/26, the Assembly highlighted the important role of children and young people in the process, and encouraged States to facilitate and promote their active participation in the work of the Preparatory Committee and the special session. By resolution 55/276 and in accordance with the recommendations of the Preparatory Committee, child delegates from the children's forum will be allowed to present the outcome of the forum in the plenary of the session. In addition, the President of the General Assembly, in consultation with the co-chairpersons of each round table and Member States, will choose two child delegates per round table, who will each be permitted to present a brief introductory statement on the theme of the round tables in a language of their choice.

In addition to decisions taken by the General Assembly in resolutions 54/93, 55/26 and decision 55/459 concerning the organization of and participation in the special session, and in resolution 55/276 concerning solely the organization of the round tables, the Preparatory Committee for the Special Session of the General Assembly on Children has made a number of recommendations.[1] Those decisions or recommendations are reflected in section E of the present information note.

II. Information for participants

A. Dates and venue

The twenty-seventh special session of the General Assembly, composed of plenary meetings, an ad hoc committee of the whole and interactive round tables, will be held from Wednesday, 19 September, to Friday, 21 September 2001, at United Nations Headquarters. The plenary meetings will be held in the General Assembly Hall, the Ad Hoc Committee of the Whole will be held in Conference Room 2 and the round tables will be held in the Economic and Social Council Chamber.

B. Arrival and departure information

1. Arrival in New York

Following past practice, Heads of State and Government, Vice-Presidents and Crown Princes/Princesses will be greeted, on behalf of the Secretary-General, by the Protocol and Liaison Service representatives at the time of arrival in New York. Detailed information regarding the arrival of the above-mentioned dignitaries to New York should be submitted by Permanent and Observer Missions to the Protocol and Liaison Service at least 24 hours in advance (Arrival form — see annex II).

2. Arrival at the United Nations

A welcoming reception will be hosted by the Secretary-General and the President of the General Assembly on the morning of 19 September. In this connection, only police-escorted motorcades (two vehicles per motorcade) will be admitted to the United Nations through the 43rd Street gate between 7.30 and 9 a.m. These motorcades will be directed to the Delegates' Entrance of the General Assembly Building and the dignitaries will be escorted to the North Delegates' Lounge to be greeted by the Secretary-General and the President of the General

Assembly. Heads of State and Government, Vice-Presidents, Crown Princes/ Princesses and Deputy Prime Ministers who choose to arrive on foot should enter the visitors' gate (First Avenue at 46th Street), from which point they will be directed by protocol officers to the Delegates' Entrance and then to the North Delegates' Lounge. Invitations will be issued for this event.

All persons in motorcades MUST have a valid United Nations photo identification in order to be permitted to pass through various security checks and to enter the Headquarters building.

All other vehicles, including those of delegates at the ministerial and ambassadorial levels, arriving at the United Nations between 7.30 and 9 a.m. on 19 September will either discharge their passengers in the vicinity of the 46th Street gate to the United Nations, from where the delegates will proceed to the Visitors' Entrance of the General Assembly Building, or proceed to the United Nations through the 48th Street entry to the garage. All such vehicles will need a special vehicle permit to enter the complex. These permits will be available through the Security and Safety Service.

All other delegates who choose to arrive on foot at the complex between 7.30 and 9 a.m. will enter at the 46th Street gate and be directed to the Visitors' Entrance of the General Assembly Building.

3. Departure from the United Nations

Departure of Heads of State and Government from Headquarters will be carried out in accordance with the following procedure: a "motorcade desk", staffed by one Protocol and one United Nations Security Officer and a United States Secret Service Officer will be set up on the first floor (near the Delegates' Entrance). Delegations wishing to depart must contact the motorcade desk personnel, who will then summon the vehicles and inform the delegation of their arrival.

C. Accreditation and access information

1. Accreditation arrangements

The accreditation of delegations to the twenty-seventh special session of the General Assembly will be carried out by the Protocol and Liaison Service, which is located in room S-201 of the United Nations Secretariat Building (telephone 963-7172). The Protocol and Liaison Service will be open on:

Saturday, 15 September	10 a.m.-6 p.m.
Sunday, 16 September	10 a.m.-6 p.m.
Monday, 17 September	9.30 a.m.-6 p.m.
Tuesday, 18 September	8.30 a.m.-6 p.m.
Wednesday, 19 September	8 a.m.-6 p.m.
Thursday, 20 September	9.30 a.m.-6 p.m.
Friday, 21 September	9.30 a.m.-6 p.m.

The Protocol and Liaison Service will issue United Nations grounds passes to delegates of Member and Observer States, intergovernmental organizations, other entities with observer status and specialized agencies of the United Nations. A covering letter should be addressed to the Chief of Protocol, Ms. Nadia Younes,

along with a copy of a comprehensive delegation list and applications for the issuance of passes (SG.6 form, Registration of members of delegations to temporary meetings — see annex III).

Heads of State and Government, Vice-Presidents, Crown Princes/Princesses and their spouses will be issued VIP passes without photographs. Requests for ministerial-level passes should be accompanied by two passport-size photographs. Members of the parties of Heads of State and Government and other dignitaries will be issued passes upon written request and the submission of a completed SG.6 form.

United Nations grounds passes for national security personnel accompanying Heads of State and Government and other dignitaries will be issued by the Security and Safety Service. Delegations are requested to contact Sergeant George Abraham, tel. 963-7531.

The Accreditation Centre (Pass and Identification Office) will issue grounds passes to members of delegations, representatives of the United Nations programmes and related entities in the UNITAR Building, located at 801 United Nations Plaza, corner of 45th Street and First Avenue. Days and hours of operation are as follows:

Saturday, 15 September	10 a.m.-6 p.m.
Sunday, 16 September	10 a.m.-6 p.m.
Monday, 17 September	8.30 a.m.-6 p.m.
Tuesday, 18 September	8.30 a.m.-6 p.m.
Wednesday, 19 September	8 a.m.-6 p.m.
Thursday, 20 September	9 a.m.-5.30 p.m.
Friday, 21 September	9 a.m.-5.30 p.m.

Late appointments will be accepted on 18 September by arrangement with Lieutenant Joanne McCreary, 963-7533.

Media representatives and members of non-governmental organizations will be accredited and issued appropriate grounds passes by the Media Accreditation and Liaison Unit and the NGO Section (see sections I and J below).

2. Access to and within the United Nations

Access to the United Nations complex and its surrounding areas will be strictly limited, as will access to areas within the United Nations complex. The Headquarters complex will be closed to the public from 4 p.m. on Sunday, 16 September, through Friday, 21 September.

(a) Access to and within the General Assembly Hall

Special colour-coded access cards will be required in the General Assembly Hall and on the second floor. For this purpose, six transferable cards for the General Assembly Hall and four transferable cards for the second floor will be issued to each delegation of Member States in advance. Delegations of observer States and intergovernmental organizations will be issued two special access cards and those of United Nations specialized agencies will be issued only one special access card per delegation. Please note that the number of special access cards is determined by the allocation of seats in the General Assembly Hall to delegations in each of the above-mentioned categories.

On the morning of 19 September, during the first plenary meeting of the twenty-seventh special session, sections A and B in the boxes of seats on the side of the General Assembly Hall will be reserved in their entirety for the spouses of dignitaries attending the session and other high-level invitees. Limited seating will be available in the overflow area (seats behind delegations tables) to the members of delegations whose chairmen will address the special session on that morning. Access to that area will require special colour-coded access cards to be obtained upon written request from the Protocol and Liaison Service (Ms. Marybeth Curran, room S-201, telephone 963-7181).

After the first plenary meeting and throughout the twenty-seventh special session of the General Assembly, seats in blocks A and B on the side of the General Assembly Hall and in the public gallery (fourth floor) will be available to the guests of delegations whose chairmen will address the session. Requests for the seats for the guests of the delegations in both above-mentioned areas should be forwarded in writing to Ms. Marybeth Curran, Room S-201, telephone 963-7181. Please note that in the request for the seating in blocks A and B, the name and affiliation of each guest must be stated.

(b) Access to the round-table meetings

Colour-coded access cards will be issued in advance by the Protocol and Liaison Service to all the participants in the interactive round tables during the twenty-seventh special session of the General Assembly (three cards per participating delegation).

3. Official luncheon

There will be an official luncheon hosted by the Secretary-General in honour of the Heads of State and Government attending the twenty-seventh special session of the General Assembly. The luncheon will take place on Thursday, 20 September 2001, at 1.15 p.m. in the North Delegates' Lounge. Invitations will be issued for the event.

4. Programme for spouses

Spouses of Heads of State and Government are being invited to several special events during the special session. These include a forum hosted by Mrs. Nane Annan and based on the global campaign Say Yes for Children. This event will be held on Thursday, 20 September, from 3 to 6 p.m. in the Economic and Social Council Chamber. Participation in this event will be by invitation only.

5. List of delegations

A list of delegations to the twenty-seventh special session of the General Assembly will be issued by the Protocol and Liaison Service. Permanent and Observer Missions, intergovernmental organizations and United Nations specialized agencies are requested to submit comprehensive lists of delegations with the name, titles, and designation of each delegate to the Chief of Protocol, room S-201, at their earliest convenience. Delegations are reminded that, in accordance with the rules of procedure of the General Assembly, section III, rule 25, the delegation of a Member State to a General Assembly session "shall consist of not more than five

representatives and five alternate representatives, and as many advisers and experts as may be required".

D. Security responsibilities

Security responsibility for the twenty-seventh special session of the General Assembly is the same as that for any other activity at the United Nations: the United Nations Security and Safety Service is responsible for the security of everyone while they are on United Nations premises; the host country and host city authorities are responsible for all arrangements relating to security and movement outside United Nations Headquarters, as is standard for official visits.

Protection is provided by host country security authorities for Heads of State and Government, and for a limited number of other government officials, by the assignment of protection detail personnel. Arrangements for such assignments are initiated by the embassies of the relevant countries, in Washington, D.C., with the United States Department of State. In the case of Heads of State and Government, the respective embassies should contact the United States State Department, if they have not already done so.

Governments whose Heads of State and Government are attending the twenty-seventh special session of the General Assembly may wish to have direct consultations with the United Nations Security and Safety Service, particularly with regard to accreditation of national security details.

Any question should be directed to the Chief of the United Nations Security and Safety Service, Michael McCann (963-7525), or to the Deputy Chief, Joseph Martella (963-6150). The twenty-seventh special session of the General Assembly security planning team is located in room GA-100 (963-0368/0369).

E. Organization of and participation in the special session

1. Plenary

Six plenary meetings will be held over the three-day period of the special session, 19-21 September, with two meetings per day, 9 a.m. to 1 p.m., and 3 p.m. to 7 p.m.

Participants in the debate in the plenary will include Member States and, in the capacity of observer, a number of organizations and entities that have received a standing invitation to participate as observers in the sessions and the work of the General Assembly, States members of specialized agencies that are not members of the United Nations and the associate members of the regional commissions listed in the introduction.

Heads of entities of the United Nations system, including programmes, funds, the specialized agencies and the regional commissions, may also make statements in the debate in plenary.

Given the availability of time, a limited number of representatives of non-governmental organizations may make statements in the debate in plenary. The President of the General Assembly has been requested to present the list of selected non-governmental organizations to Member States in a timely manner for approval.

The President of the Assembly has also been requested to ensure that such selection is made on an equal and transparent basis, taking into account the geographical representation and diversity of non-governmental organizations.

At least two national child delegates to the children's forum will be allowed to present the outcome of the forum in the plenary of the special session. The child delegates will be identified by the children's forum, in consultation with the President of the General Assembly and Member States.

(a) List of speakers for the debate in the plenary

The current list of speakers for the debate in the plenary is available in room S-3001. Any change or addition to the list of speakers should be communicated in writing to the General Assembly and Economic and Social Council Affairs Division, room S-3001D, tel. 963-5063, fax 963-3783.

The last two speaking slots at each plenary meeting, with the exception of the first and last plenary meetings, may be reserved for participants other than Member States, the Holy See, Switzerland and Palestine, provided they are represented at the highest level.

(b) Statements for the debate in the plenary

Statements in the debate in plenary shall be limited to five minutes. To facilitate the observance of the time limit, a light system installed on the lectern will signal the approach of the five-minute limit.

A minimum of 30 copies of the text of statements to be delivered in the debate in plenary should be submitted in advance to the Secretariat; failing this, delegations are urged to provide interpreters with five copies (for interpretation into the five other official languages) before the speaker takes the floor. If delegations wish to have the text of statements distributed to all delegations, observers, specialized agencies, interpreters, record-writers and press officers, 350 copies are required.

The electronic version of the text of statements, preferably as an attachment in MS WORD file format, should be sent by email to DPI@un.int for posting on the following web site: http://www.un.org/ga/children. This site will provide a live webcast of the debate in plenary.

Given the security arrangements in place for the twenty-seventh special session, texts of statements to be made in plenary meetings will have to be delivered to a receiving area in the General Assembly Hall between the hours of 7 and 8.30 a.m. by a delegation representative in possession of a valid grounds pass. Access will be through the 46th Street gate to the Visitors' Entrance, through the electronic screening area and then to the second floor, where a representative of the Secretariat will accept the texts at a special counter. Only texts of statements to be made that same day will be accepted.

Delegations that wish to make their statements available to non-governmental organizations should deliver copies to the NGO working area in Conference Room B in the first basement (1B).

Delegations wishing to make their statements available to the press should bring a minimum of 100 copies to the Media Centre, in the first basement, and 100

copies to the documents distribution counter in the third floor press area. No copying facilities will be available for these statements.

(c) Documentation

Only official documents of the twenty-seventh special session **bearing General Assembly document symbols** and texts of statements to be delivered in plenary meetings will be distributed in the General Assembly Hall. All other materials should be placed on a table on the West Side of the Hall provided for this purpose.

2. Ad Hoc Committee of the Whole

In addition to Member States and observers, representatives of the United Nations system and of non-governmental organizations accredited to the special session may make statements in the Ad Hoc Committee of the Whole.

3. Round tables

Pursuant to General Assembly resolution 55/276 of 22 June 2001, three interactive round tables shall be held during the special session. The round tables will have as their overarching theme "Renewal of commitment and future action for children in the next decade".

The schedule for the round tables is as follows:

Round table 1: Wednesday, 19 September, from 3 p.m. to 6.30 p.m.

Round table 2: Thursday, 20 September, from 9.30 a.m. to 1 p.m.

Round table 3: Friday, 21 September, from 9.30 a.m. to 1 p.m.

Each round table shall have two co-chairpersons, making a total of six co-chairpersons. The co-chairpersons of the first round table (Wednesday, 19 September) are H.E. Mr. Nambar Enkhbayar, Prime Minister of Mongolia and H.E. Mr. Ion Iliescu, President of Romania. The co-chairpersons of the second round table (Thursday, 20 September) are H.E. Mr. Jean Chrétien, Prime Minister of Canada and H.E. Mr. Alfonso Portillo, President of the Republic of Guatemala. The co-chairpersons of the third round table (Friday, 21 September) are H.E. Mr. Kim Dae-jung, President of the Republic of Korea and H.E. Mr. Frederick Chiluba, President of Zambia.

Each round table shall be limited to a maximum of 71 participants, of whom approximately 66 will be heads of delegation of Member States and approximately five will be participants representing observers and entities of the United Nations system.

Each regional group should determine which of its members will participate in each round table, ensuring that equitable geographical distribution is maintained, allowing for some flexibility.

Thus, in order to allow for some flexibility, for each round table the maximum number of participants from each regional group shall be as follows:

African States	18 Member States
Asian States	18 Member States
Eastern European States	8 Member States
Latin American and Caribbean States	12 Member States
Western European and other States	10 Member States

Member States that are not members of any of the regional groups may participate in a round table of their choice.

For each round table, participants other than Member States, representing observers and entities of the United Nations system, will be selected by the President of the General Assembly, in consultation with Member States. In addition, the President of the Assembly, in consultation with the co-chairpersons of each round table and Member States, will choose, by 31 August 2001, two child delegates, taking into account equitable gender and geographical representation, who will each be permitted to present a brief introductory statement on the theme of the round tables in a language of their choice.

Each head of delegation attending a round table may be accompanied by two advisers.

The Holy See and Switzerland, in their capacity as observer States, and Palestine, in its capacity as observer, may also participate in different round tables, to be determined in consultation with the President of the General Assembly.

The co-chairpersons of each round table will be responsible for presenting orally their summary of the discussions during the concluding plenary meeting of the special session.

The round tables shall be closed to the media and the general public.[2] Accredited delegates and observers will be able to follow the proceedings of the round tables via a closed-circuit television in an overflow room.

4. Interpretation

Statements made in any of the six official languages of the General Assembly are interpreted into the other official languages. Any speaker may also make a statement in a language other than the official languages; however, in such cases, in accordance with rule 53 of the rules of procedure of the General Assembly, the delegation in question must provide either an interpreter or a written text of the statement in one of the official languages. On the basis of interpretation or written text, which is accepted by the Secretariat as representing the official text of the statement, it will be interpreted into the other official languages by United Nations interpreters. Moreover, the delegation concerned should make available to the interpreter someone who knows the language in which the statement is to be delivered and the official language into which it has been translated, to guide the interpreter through the translated text and to ensure synchronization between the speaker and the interpreter. Detailed arrangements for interpretation from non-official languages, including access by non-United Nations interpreters to the interpreter booths in the General Assembly Hall, must be made in advance with Ms. Elena Howard, Chief, Interpretation Service, room SA-B31, tel. 963-8233. Apart

from the above exception, there will be no facilities for interpretation in non-official languages.

F. Arrangements for bilateral meetings

1. Facilities

In order to facilitate high-level bilateral meetings and contacts among Member States, suitably appointed temporary booths will be available for the twenty-seventh special session on the first, second and third floors of the General Assembly Building for such consultations. As has been done at several General Assembly sessions and special sessions since 1995, each of these bilateral booths will be furnished with eight chairs (four per delegation), and can be reserved for 20-minute durations from 9 a.m. to 7 p.m. during the period starting on Monday, 17 September, until Friday, 21 September.

2. Reservation system

A reservation system has been instituted in order to provide equitable and efficient use of the designated bilateral meeting areas.

A note verbale with a room reservation form (see annex IV) has already been distributed to all permanent and observer missions for this purpose. Missions are kindly requested to use one form listing all bilateral meetings requested and to forward it to the Chief of the Meetings Servicing Unit, Ms. Hyacinth E. Bailey (room 1B-2, fax 963-9284), attention to Ms. Esperanza Suarez, Coordinator of Reservations. Reservation forms can also be obtained and sent by email to BILATS-MSU@un.org. The written request should specify the date and time of each meeting and should include the name of the other delegation participating in the bilateral meeting. Owing to the security arrangements during the special session, access to the bilateral meeting areas will be limited to delegates in possession of General Assembly Hall or restricted area passes. Venues for photo opportunities in connection with bilateral meetings will be available on the third floor of the General Assembly Building only, close to the temporary meeting rooms.

Confirmation of the availability of space will be given for each request and information on room assignments will be provided on the day prior to the meeting.

G. Focus 2001: treaty signature/ratification event

The Secretary-General, in a letter dated 14 August 2001, invited Heads of State and Government intending to participate in the twenty-seventh special session of the General Assembly on children to consider undertaking treaty actions relating to multilateral treaties deposited with him, especially those on the rights of women and children, during the special session. He offered to provide appropriate facilities for treaty actions to be undertaken in a solemn setting. Advance notice of this treaty event was circulated by the Legal Counsel on 14 May 2001.

The treaty signature/ratification event, Focus 2001: Rights of Women and Children, will take place from 19 September to 5 October. It is noted that Member States are required to express their intentions regarding signature and ratification or accession by 1 September so that timing preferences may be accommodated as

equitably as possible. Appointments for signature, ratification or accession during this period should be arranged well in advance with the Treaty Section of the Office of Legal Affairs of the United Nations. Should the Permanent Missions require further information or wish to arrange appointments for signature, ratification or accession of treaties during Focus 2001, they should contact the Treaty Section (tel. 963-5047, fax: 963-3693). Information on the venue of Focus 2001: Rights of Women and Children will be provided subsequently in the *Journal of the United Nations*.

H. Special events

The programme of special events will be published separately. It will be also available at the UNICEF web site: www.unicef.org/specialsession.

I. Media arrangements and services

1. Accreditation

The Media Accreditation Centre for the special session will be in a temporary facility (trailer) located at the 47th Street gate at First Avenue. Media can obtain accreditation at this facility as of 10 September, during normal working hours, Monday through Friday, 9 a.m. to 5.15 p.m. The Media Accreditation Centre will also be open on Saturday, 15 September, and Sunday, 16 September, from 10 a.m. to 6 p.m.

Those correspondents already possessing a valid United Nations grounds pass will not need additional accreditation for the special session.

Each member of the press corps accompanying a Head of State, Head of Government or Head of Delegation must complete an application for accreditation (see annex V). This form must then be attached to an official letter from the permanent mission, addressed to the Chief, Media Accreditation and Liaison Unit, Media Division, Department of Public Information. The letter must list the names of the media representatives with their functional titles and affiliation (that is, news media organization). Additional forms are available from the Media Accreditation and Liaison Unit, News and Media Division, Department of Public Information, room S-250, tel. (212) 963-6934/7164, fax: (212) 963-4642.

After arrival in New York, all members of the press corps accompanying the Head of State, Head of Government or Head of Delegation must present themselves to the Media Accreditation Centre, where they will have their photograph taken and be issued a United Nations grounds pass. For security reasons, each member of the press corps will be required to wear both his/her United Nations pass and a national ID at all times.

2. Entry and screening procedures

The designated entrance for the media will be the 48th Street gate on First Avenue, which will be open at 6 a.m. on Wednesday, 19 September, and at 7 a.m. on Thursday and Friday, 20 and 21 September. They will then be directed to the screening area located in the North Lawn playground. After screening, they will proceed south to the rose garden concourse level entrance.

All press personnel are advised to arrive early to allow sufficient time for screening. Last-minute arrivals will encounter delays and may be further delayed should First Avenue be temporarily closed for motorcades.

3. Media Centre

The United Nations will establish a Media Centre for the local and visiting press corps, which will provide the following technical services:

- Television sets carrying live proceedings on closed-circuit television in English;
- To facilitate recording of any of the proceedings, there will be video and audio distribution boxes with provision for language selection, with floor audio and full interpretation into the six official languages (Arabic, Chinese, English, French, Russian and Spanish);
- Paging system for general announcements to the media;
- Telephone lines (credit cards required) and electrical outlets (110 volts) to enable journalists to use their laptop computers with modems;
- Documents distribution centre, including press releases.

An information desk in the Media Centre will be staffed at all times from 19 to 21 September to assist journalists with both substantive and logistical questions.

4. United Nations audio-visual materials and services

Photographs, videotapes and audio tapes are available from the United Nations. Each day during the special session, the offices that provide these services will be open from 9 a.m.

Photographs will be available to delegations for a nominal fee and to accredited correspondents free of charge. Photographs of delegates making speeches in the morning will be available during the afternoon of the same day; photographs of delegates making speeches in the afternoon will be available the following morning. Please direct enquiries and requests to:

United Nations Photo Library
Room S-805L
Fax: 963-1658
Tel: 963-6927

Videotapes of statements are available for a fee in VHS NTSC and VHS PAL only. It is advised that tapes be ordered in advance of the statement so that copies can be made available sooner. To place such an order and to request a videotape of a statement after the statement has been made, call 963-0656 or 963-1561; or fax 963-4501.

Live television feeds are available through commercial carriers; contact 963-7650 for information.

Please note that unilateral television production services will not be available from United Nations Television during the special session. The plenary session will be broadcast on Time Warner cable television, channel 78.

A live webcast of all plenary sessions will be accessible starting at 9 a.m. on 19 September on the following web pages: http://www.un.org/ga/children, where it will be archived for six months following the special session, and www.unicef.org/specialsession.

Audio cassettes of the statements for the special session will be available to the media free of charge, from the United Nations Audio Library, located on the first basement concourse level, in room GA-27; fax: 963-3860; tel.: 963-9272 or 963-9270.

Statements are normally available in the original ("floor") language in which they were delivered and in English. Special requests for the recording of the interpreters' version in one of the other five official languages (Arabic, Chinese, French, Russian and Spanish) should be made in advance, and are subject to the limitations of the recording facilities.

Delegates may request one cassette of each statement free of charge. Additional copies, back orders and other special requests are subject to a charge and are handled by the Sound Recording Unit, room GA-13C, tel.: 963-7658.

5. Pool coverage

Owing to logistics and space considerations, nearly all visual media coverage will be done by selected media pools. These pools are reserved exclusively for United Nations Television, United Nations photographers, international wire services and photo agencies. In the case of print media, the United Nations Correspondents Association will notify the Department of Public Information of its representative.

6. Visual coverage in the General Assembly Hall

Television crews and still photographers, escorted by Department of Public Information liaison staff, will be allowed to work from the press booths surrounding the General Assembly Hall. Still photographers, accompanied by Department of Public Information liaison staff, will also be allowed to take photographs from the "bridge" at the back of the General Assembly Hall. These operations will be coordinated from the third floor liaison desk in the General Assembly Building, tel.: 963-7756/3353.

7. Tickets to the Press Gallery in the General Assembly Hall

For the plenary meetings on 19 September, tickets to the Press Gallery in the General Assembly Hall will be issued starting at 8.30 a.m. in the Media Centre. There are 45 seats reserved for media.

8. Copies of statements for the press

Delegations wishing to make the statement of their head of delegation available to the press should bring a minimum of 100 copies to the Media Centre and 100 copies to the documents distribution counter in the third floor press area in the Secretariat Building. No copying facilities will be available for these statements.

9. Press conferences

Room S-226 has been identified as the venue for press conferences during the special session. Missions wishing to schedule a press conference should contact the Office of the Spokesman for the Secretary-General at tel. 963-5183; fax: 963-7055. A list of press conferences will be announced daily.

10. United Nations press release coverage

The Department of Public Information will provide press release coverage in English and French of open meetings of the special session. These may be obtained from the third floor documents counter and in the Media Centre. Further queries should be directed to the Press Service, tel. 963-7191.

11. Briefings for journalists

Daily briefings will be held for journalists immediately following the noon briefing of the Spokesman for the Secretary-General. A pre-session briefing for journalists will be held on Thursday, 13 September.

12. Bilateral meetings coverage

Official photographers wishing to cover bilateral meetings should assemble at the third floor liaison desk in the General Assembly Building, tel. 963-7756/3353. A schedule of bilateral meetings will be issued daily. Delegations wanting photo coverage of their bilateral meetings should have the approval of the delegation with whom they are meeting, then fax their schedule to 963-4642, or deliver it to room S-250.

13. Background material

For press materials, information about negotiations and issues, suggestions for interviews and other related assistance, contact the Department of Public Information, Ms. Shala Mokgethi, Chief of the Development and Human Rights Section, tel. 963-8104, email mokgethi@un.org, or Ms. Laufey Love, tel. 963-3507, email love@un.org; or UNICEF, Ms. Patsy Robertson, tel. 326-7270, email probertson@unicef.org, or Ms. Liza Barrie, tel. 326-7593, email lbarrie@unicef.org.

On the Internet, background information on the special session on children and related topics can be found at www.un.org/ga/children and www.unicef.org/specialsession. During the special session, these sites will provide up-to-date information about documents, schedules, special events and NGO activities. For media arrangements, please also refer to the Note to Correspondents.

J. Information for non-governmental organizations

1. Registration for non-governmental organizations

Non-governmental organizations should contact the following offices for additional information or registration:

Ms. Sabeen Rana
NGO accreditation officer, special session on children
Gender, Partnerships, Participation Section
UNICEF
Tel.: (212) 824-6323
Fax: (212) 303-7990

Ms. Margaret Kyenkya-Isabirye
Programme Partnerships
UNICEF
Tel.: (212) 824-6570
Fax: (212) 824-6466

Ms. Michele Fedoroff
NGO Section/Department of Economic and Social Affairs
Room: DC1-1482
Tel.: 963-8485
Fax: 963-9248
email: desangosection@un.org

All NGO representatives pre-registered for the special session, including young people and their chaperones, must bring to the Registration Desk both:

- A photo identification (for example, passport, driver's licence) and
- A copy of the confirmation invitation letter from UNICEF confirming their pre-registration for the special session.

NGO representatives that have not registered and are not accredited to the special session will not have access to the United Nations premises during the three days of the special session.

2. Registration venue

The Registration Desk for non-governmental organizations approved for accreditation will be located in temporary facilities (trailers) situated at the 47th Street gate at First Avenue. Representatives are required to have their confirmation letter at the gate.

3. Registration times

Saturday, 15 September	10 a.m.-6 p.m.
Sunday, 16 September	10 a.m.-6 p.m.
Monday, 17 September	9.30 a.m.-6 p.m.
Tuesday, 18 September	8.30 a.m.-6 p.m.
Wednesday, 19 September	8 a.m.-1 p.m. and 2 p.m.-6 p.m.
Thursday, 20 September	9.30 a.m.-6 p.m.
Friday, 21 September	9.30 a.m.-6 p.m.

4. Entry and screening procedures

After accreditation and issuance of grounds passes, representatives of non-governmental organizations are required to enter at the 48th Street gate on First Avenue, which will be open at 6 a.m. on Wednesday, 19 September, and at 7 a.m. on Thursday and Friday, 20 and 21 September. They will then be directed to the

screening area located in the North Lawn playground. After screening, they will proceed south to the rose garden concourse-level entrance.

5. Access to the General Assembly and Conference Buildings

Bilateral meeting areas on the first and third floors and the entire second floor of the General Assembly and Conference Buildings are restricted areas. Entry to these areas requires a special pass that allows the bearer beyond the security checkpoints.

6. Access to plenary meetings

There will be 50 tickets for the use of non-governmental organizations to observe the plenary debate from the fourth floor balcony of the General Assembly Hall. Access to the balcony will be from the first basement of the visitors' concourse of the General Assembly Building. The 50 tickets will be distributed at the NGO Registration Desk prior to each session to representatives of non-governmental organizations who have registered and obtained their United Nations conference pass. The NGO Steering Committee of the NGO Committee on UNICEF in collaboration with the Secretariat will devise and implement a fair distribution process.

A limited number of representatives of non-governmental organizations accredited to the special session may make statements in the debate in the plenary of the special session. NGO representatives who may make statements in the debate in the plenary are required to observe the procedures for "Statements for the debate in the plenary" outlined in section E (1) (b) of the present information note.

7. Access to the Ad Hoc Committee of the Whole

Representatives of accredited non-governmental organizations in possession of a valid United Nations grounds pass and a secondary pass can observe the work of the Committee from the gallery of Conference Room 2, which accommodates approximately 140 persons. Access to the gallery will be from the first floor of the Conference Building. Seating will be on a first-come first-served basis. Representatives of non-governmental organizations will not be permitted on the floor of Conference Room 2.

NGO representatives that are accredited and registered to attend the special session may make statements in the Ad Hoc Committee of the Whole. Additional information on modalities governing speaking arrangements in the Ad Hoc Committee of the Whole will be available prior to the commencement of the special session and will be available on the UNICEF web site at www.unicef.org/specialsession.

8. Access to additional meeting rooms

Non-governmental organizations that are accredited and registered to attend the special session will be able to participate in meetings and special events held in Conference Room 4, the Dag Hammarskjöld Library Auditorium and Conference Room B.

9. Working space for participating non-governmental organizations

Conference Room B has been allocated to representatives of NGOs for their office space. The administration and scheduling of this room will be handled by UNICEF. A photocopier, computers, printer and telephone line will be provided in the room for the use of representatives.

10. Distribution of materials

Printed materials can only be distributed on tables that will be situated outside Conference Rooms 4 and B. Exhibits or objects for display will not be allowed on United Nations premises.

K. Host country liaison

All enquiries concerning host country matters should be directed to the United States Mission, Mr. Robert C. Moller, at 415-4131 during regular business hours; after hours, please call 415-4444.

Notes

[1] For the decisions of the Preparatory Committee, see *Official Records of the General Assembly, Twenty-seventh Special Session* (A/S-27/2), para. 25, and the report of the Preparatory Committee for the Special Session of the General Assembly on Children on its third session (A/S-27/2/Add.1), para. 18.

[2] It is anticipated that the co-chairpersons or their representatives will give a press briefing immediately following each of the round tables.

Annex I

Programme of scheduled meetings

Wednesday, 19 September

9 a.m.-1 p.m.	Opening of the special session (statements by the President of the Assembly and the Secretary-General, organizational matters; opening of the debate in the plenary).
11 a.m.-1 p.m.	Ad Hoc Committee of the Whole. Conference Room 2.
3-6.30 p.m.	First round table: Economic and Social Council Chamber.
3-7 p.m.	Second plenary meeting of the special session (continuation of the debate).

Thursday, 20 September

9 a.m.-1 p.m.	Third plenary meeting of the special session (continuation of the debate).
9.30 a.m.-1 p.m.	Second round table: Economic and Social Council Chamber.
3-7 p.m.	Fourth plenary meeting of the special session (continuation of the debate).
3-7 p.m.	Ad Hoc Committee of the Whole: Conference Room 2.

Friday, 21 September

9 a.m.-1 p.m.	Fifth plenary meeting of the special session (continuation of the debate).
9.30 a.m.-1 p.m.	Third round table: Economic and Social Council Chamber.
3-7 p.m.	Sixth plenary meeting of the special session (conclusion of the debate, adoption of the outcome document, closing of the special session).

Annex II

UNITED NATIONS **NATIONS UNIES**

POSTAL ADDRESS—ADRESSE POSTALE: UNITED NATIONS, N.Y. 10017
CABLE ADDRESS—ADRESSE TELEGRAPHIQUE: UNATIONS NEWYORK

EXECUTIVE OFFICE OF THE SECRETARY-GENERAL
CABINET DU SECRETAIRE GENERAL

REFERENCE: PRO 4-1-1/56GA-27UNGASS

Protocol and Liaison Service
23 August 2001

Twenty-seventh special and fifty-sixth regular sessions of the General Assembly

Delegation of _____

Head of State
or H.E. _____
Head of Government

Date of Arrival _____ Time _____

Airline Carrier _____ Flight No. _____

Airport (PLEASE CIRCLE ONE)

JFK LA GUARDIA NEWARK

Presumed Date of Departure _____

Name of Spouse _____
(if present) First Name Last Name

Please return to the Protocol and Liaison Service, Room S-201, Tel: 963-7172

Contact at the Permanent Mission:

_____
Name Tel. No.

Annex III

PLEASE TYPE OR PRINT ONLY

UNITED NATIONS

PROTOCOL AND LIAISON SERVICE

REGISTRATION OF MEMBERS OF DELEGATIONS TO TEMPORARY MEETINGS

_____ requests the U.N. Protocol and Liaison Service
Permanent/Observer Mission - Observer Office - Specialized Agency

to issue a grounds pass to _____

who will participate in the meeting of _____

in the capacity of _____

Delegate's date and port of entry in the U.S.: _____

Departure date: _____ Visa type and expiration date: _____

Date and place of birth: _____ Citizenship: _____

Occupation in the sending State: _____

Address in New York: _____

SIGNATURE _____

NAME (please type/print) _____
Head of Chancery/Administrative Officer

OFFICIAL SEAL

New York _____
(Date)

APPLICATION FOR UNITED NATIONS GROUNDS PASS

NAME _____ COUNTRY/ORG. _____

MEETING _____

Head of Del. ( )	Rep. ( )	Alt. Rep. ( )	Adviser ( )	Expert ( )	Staff ( )

FOR PROTOCOL USE ONLY

Expiration date of pass: _____

Signature _____ Date: _____
(Approving Officer)

Code:	GD____	DE____	AD____	PS____	PC____	OS____	OC____

Annex IV

United Nations Nations Unies

HEADQUARTERS • SIEGE NEW YORK, NY 10017

BILATERAL ROOM RESERVATION FORM FOR THE PERIOD 17 SEPTEMBER – 5 OCTOBER 2001

MISSION:	
CONTACT PERSON:	
TELEPHONE NUMBER:	
FAX NUMBER:	
E-MAIL ADDRESS:	

DATE OF MEETING	TIME		Meeting with DELEGATION of:	LEVEL
	From	To		

N.B: Each meeting room accommodates a maximum of 8 persons. 20 Minutes are allotted per bilateral meeting, with 10 minutes between meetings. Please indicate starting and ending times. Please also indicate the delegation with whom you are meeting as well as the level of the meeting, whether Head of State, Head of Government, Ministerial or other. Requests should be submitted at the latest by 6.00 pm, one day before the meeting.

Please send the completed form to: BILATS-MSU@un.org or fax to (212) 963-9284, Ms. Hyacinth E. Bailey, Chief, Meetings Servicing Unit, Attention: Ms. Esperanza Suarez Coordinator of Bilateral Reservations.

Annex V

UNITED NATIONS SPECIAL SESSION OF THE GENERAL ASSEMBLY ON CHILDREN

New York, 19-21 September

PROCEDURES TO APPLY FOR MEDIA ACCREDITATION

Bona fide representatives of the mass media --press, photo, radio, television and film-- will be accredited for coverage of the SPECIAL SESSION OF THE GENERAL ASSEMBLY ON CHILDREN, to be held in New York, 19-21 September.

Completed application forms, together with a letter of assignment on official letterhead from the Editor or Bureau Chief, should be sent to:

UNITED NATIONS
Media Accreditation and Liaison Unit
Department of Public Information
Room S-250
New York, NY 10017, U.S.A.
Fax: (+1-212) 963-4642

No acknowledgement will be mailed to you. If you have applied by mail, passes will be issued upon presentation of two forms of photo ID (passport, official national press pass, driver's license, work ID, etc.) at 47th Street and First Avenue, North Lawn.

If you are applying at the Special Session site for the first time, you should complete an application form, present a letter of assignment and two forms of photo ID.

PLEASE NOTE: Application forms will be considered only if accompanied by a letter of assignment. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. Accreditation is free of charge.

For more information on the Conference please visit the United Nations website at *www.unicef.org/specialsession*

UNITED NATIONS SPECIAL SESSION OF THE GENERAL ASSEMBLY ON CHILDREN
New York, 19-21 September

REQUEST FOR ACCREDITATION OF MEDIA REPRESENTATIVES

Note: This application must be presented with a letter of assignment, in order to be processed.

PERSONAL DATA
(PLEASE TYPE OR PRINT CLEARLY)

1. **Name:** _____
   (Family name) (First name)
2. **Place and date of birth:** _____
3. **Nationality:** _____ 4. **Passport number:** _____
5. **Permanent office address** *(if different from your organization's headquarters)*: _____

   _____

   Telephone: _____ **Fax:** _____ **E-mail:** _____

6. **For contact during the Special Session:**

   Address: _____

   Telephone: _____ **Fax:** _____ **E-mail:** _____

DATA ON THE MEDIA ORGANIZATION YOU REPRESENT

7. **Name of organization:** _____
8. **Contact person and title:** _____
9. **Headquarters mailing address:** _____

   Telephone: _____ **Fax:** _____ **E-mail:** _____

10. **Status/Ownership:**

    ❑ Education/Public ❑ Government/State
    ❑ Private ❑ Other *(specify)*: _____

11. **Type of medium** *(check as many as necessary)*:

    ❑ Daily Newspaper ❑ Radio ❑ Other *(specify)*: _____
    ❑ News agency/service ❑ Television
    ❑ Photo/visual service ❑ Weekly publication _____

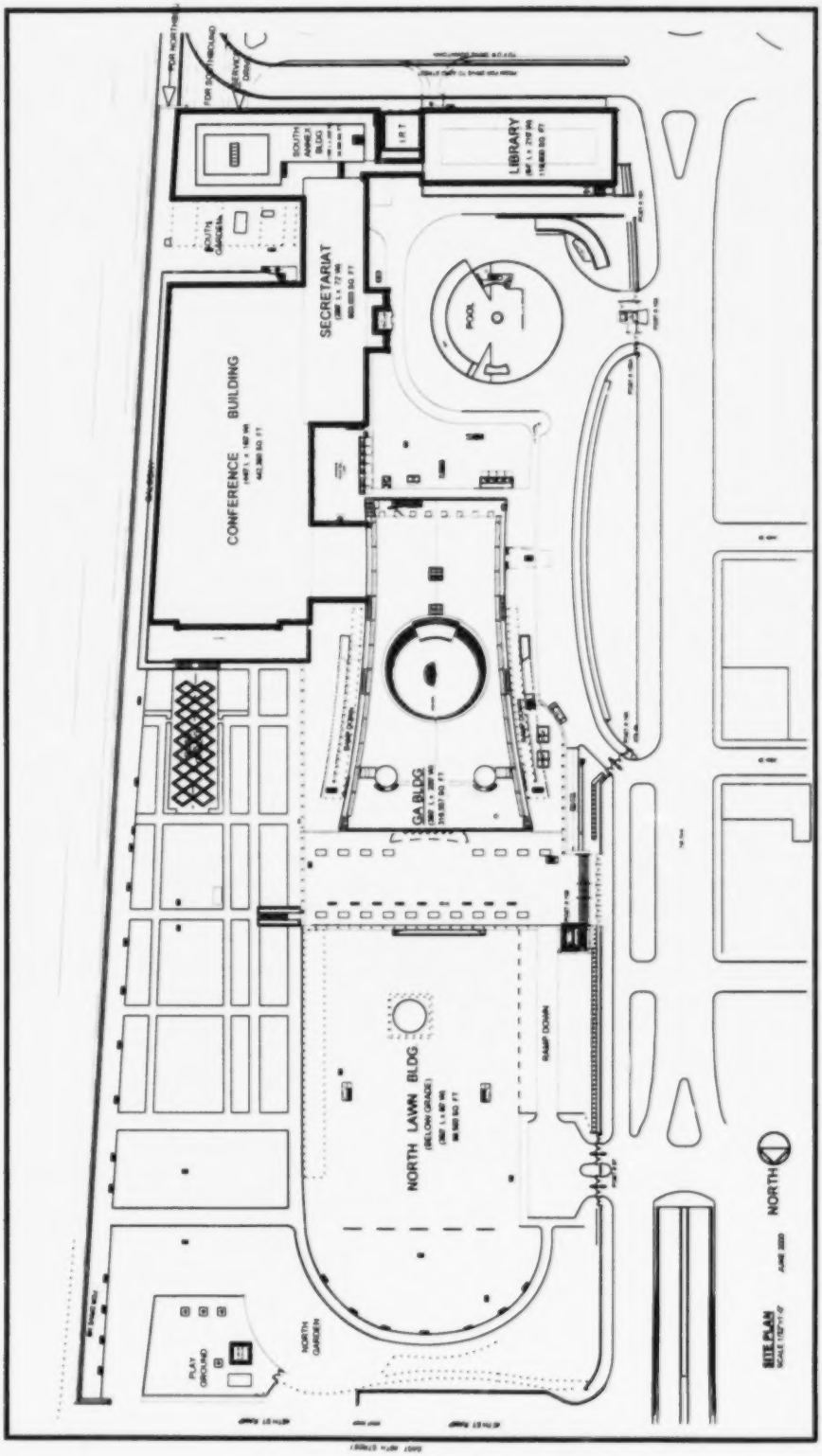
12. **Position:**

    ❑ Cameraperson ❑ Editor ❑ Reporter
    ❑ Correspondent ❑ Photographer ❑ Technician
    ❑ Director ❑ Producer ❑ Other *(specify)*: _____

13. **Working language(s) of your media organization:** _____
14. **Your main news topic(s) or field(s) of coverage** *(if applicable)*: _____

    _____

Annex VI


FOR NORTHBOUND
FOR SOUTHBOUND
SERVICE DRIVE
SOUTH ANNEX BLDG.
LIBRARY
SOUTH GARDEN
SECRETARIAT
CONFERENCE BUILDING
POOL
GA BLDG
NORTH LAWN BLDG
(BELOW GRADE)
RAMP DOWN
NORTH GARDEN
PLAY GROUND
SITE PLAN
NORTH

Annex VII

Secretariat focal points

The interdepartmental task force on the special session is responsible for coordination within the Secretariat of work related to the preparations for the special session. Specific queries can be directed to focal points as follows:

A. General Assembly secretariat		General Assembly and Economic and Social Council Affairs Division Vadim Perfiliev Room S-2977A Tel.: 963-0725
B. Substantive Office		UNICEF Nora Galer Room H-222-2 Tel.: (212) 326-7576 Fax: (212) 303-7992
	Committee Secretary	Ad Hoc Committee of the Whole Department of General Assembly Affairs and Conference Services Timur Alasaniya Room S-2977 Tel.: 963-5143 Fax: 963-5305
	Assistant Secretary-General	Round tables Department of General Assembly Affairs and Conference Services Miles Stoby Room S-1527 Tel.: 963-5739 Fax: 963-9452
C. Arrangements for interpretation from non-official languages		Interpretation Service Elena Howard Room SA-B31 Tel.: 963-8233
D. Non-governmental organizations registration/accreditation	Economic and Social Council	NGO Section/Department of Economic and Social Affairs Michele Fedoroff Room DC1-1482 Tel.: 963-8485 Fax: 963-9248
	Substantive office	Ms. Sabeen Rana NGO Accreditation Officer, Special Session on Children Gender, Partnership, Participation Section UNICEF Tel.: 824-6323 Fax: 303-7990

		Ms. Margaret Kyenkya-Isabirye Programme Partnerships UNICEF Tel.: 824-6570 Fax: 303-6466
E. Protocol		Protocol and Liaison Service Igor Novichenko Room S-201 Tel.: 963-7177 Fax: 963-1921
	Accreditation	Marybeth Curran Room S-201P Tel.: 963-7181
F. Security	General	Captain Robert Balzer Tel.: 963-7531 Sergeant Yassin Sallam Tel.: 963-7531
	Focal Point	Lieutenant Jacob Chacko Tel.: 963-9346
	Passes for national security officers	Sergeant George Abraham Tel.: 963-7531
G. Media	Photograph requests	United Nations Photo Library Room S-805L Tel.: 963-6927 Fax: 963-1658
	Videotapes of speeches	Tel.: 963-0656, 963-1561 Fax: 963-4501
	Audio cassettes of speeches	United Nations Audio Library Room GA-27 (first basement concourse level (1B)) Tel.: 963-9272 963-9270 963-7658 (delegates) Fax: 963-3860
	Scheduling of press conferences	Office of Spokesman for the Secretary-General Tel.: 963-5183 Fax: 963-7055
	Live television feed information	Tel.: 963-7650
	Media accreditation	Media Accreditation and Liaison Unit Tel.: 963-7164, 963-6937, 963-6934, 963-6936 Fax: 963-4642

	Background information	Development and Human Rights Section Department of Public Information Tel.: 963-3771 Fax: 963-1186
	Media information	Department of Public Information Tel.: 963-8104 or 963-3507 Fax: 963-1186
		UNICEF Media Office Tel.: 326-7270, 326-7593 Fax: 326-7518
	Liaison Desk (19-21 September)	Third floor, General Assembly Building Tel.: 963-7756, 963-3353
	Pool coverage	Tel.: 963-6934 Fax: 963-4642
	Bilateral meetings coverage	Tel.: 963-2393, 963-2392 Fax: 963-4642
H. Facilities for bilateral meetings		Meetings Servicing Unit Tel.: 963-4273 Esperanza Suarez
I. Medical services	Emergencies	Tel.: 963-7777
J. Travel of representatives of least developed countries		Department of Management Executive Office Cecilia V. Nadres Room S-2750 Tel.: 963-8042 Fax: 963-3283
K. Host country matters		United States Mission Robert C. Moller 415-4131 (regular business hours) 415-4444 (after hours)

Participating Governments are responsible for all other arrangements, including travel to New York, entry formalities, ground transportation, accommodations, attention to special health and medical considerations, secretarial and telecommunication services, advance visits and delegations programme of activities that are not directly related to the special session. Participating Governments should observe all regular procedures at United Nations Headquarters, as stated in section XIX of the United Nations *Manual of Protocol* (ST/SG/4/Rev.6), *Information for Delegations* (ST/CS/50) and other guidelines and instructions.